

Procedure	PEFC Notification of Certification Bodies operating certification in The Netherlands	02/09/2008
------------------	---	-------------------

TABLE OF CONTENTS

1	OBJECTIVES	2
2	SCOPE.....	2
3	CONDITIONS FOR PEFC NOTIFICATION	2
4	PEFC NOTIFICATION ISSUANCE PROCEDURES.....	2
5	OBLIGATIONS OF THE PEFC NOTIFIED CERTIFICATION BODY	3
6	VALIDITY OF THE PEFC NOTIFICATION.....	3

TABLE OF APPENDIXES

- Appendix 1: PEFC notification contract for COC certification
- Appendix 2: Application for PEFC Notification
- Appendix 3: Tariffs of PEFC Notification fee
- Appendix 4: Issued certificates report

1 Objectives

These guidelines describe the rules for the PEFC notification of certification bodies which undertake PEFC recognised forest management (FM) and/or chain of custody (COC) certification in The Netherlands.

2 Scope

These guidelines are based on Annex 6 of the PEFC Technical document and were adopted by the Board of Directors of PEFC Nederland on 2 September 2008

3 Conditions for PEFC notification

The certification body applying for notification by PEFC Nederland shall:

- be a legal entity;
- agree to be listed on the publicly available PEFC Nederland and PEFC Council Internet database including the certification body's identification data and / or other data as specified in the *Internal Rules for the PEFC Registration system*;
- have valid accreditation issued, by a national accreditation body which is a member or a part of IAF (International Accreditation Forum). For chain of custody certification, the accreditation shall be issued against ISO Guide 65 (General requirements for certification/registration bodies operating product certification) and the scope of the accreditation shall explicitly include *PEFC ST 2002:2010 Chain of Custody of Forest Based Products – Requirement* and *PEFC ST 2001:2008*. For forest management certification, the accreditation shall be issued against ISO 17021 and the scope of the accreditation shall explicitly include the *PEFC Standard Netherlands*.
- sign a PEFC notification contract with PEFC Nederland (*Appendix 1*)

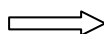
4 PEFC notification issuance procedures

Applicant certification body submits a completed application form (Appendix 2), the notification contract filled in and signed in duplicate along with the required documents to PEFC Nederland



The PEFC Nederland secretariat assesses the application and the Co-ordinator decides on issuance of the PEFC notification

Negative



The applicant can appeal to the Board of Directors of PEFC Nederland to reconsider the PEFC Nederland Co-ordinator's decision. The Board of Directors decision is final.

Positive



The PEFC Netherlands Co-coordinator countersigns the PEFC notification PEFC

contract.

5 Obligations of the PEFC notified certification body

The PEFC notified certification body shall:

- Carry out the chain of custody certification within the scope of the valid accreditation against the *PEFC ST 2002:2010 Chain of Custody of Forest Based Products – Requirement*.
- Carry out the forest management certification within the scope of the valid accreditation against the *PEFC Standard Netherlands*
- Inform PEFC Nederland about any changes in its accreditation, the scope of which covers the chain of custody and/or forest management certification;
- Provide PEFC Nederland, without delay, with information on every chain of custody certificate and forest management certificate it issues in The Netherlands according to the respective standard and/or information on any changes to already issued certificates. The range of data is specified by PEFC Nederland;
- to pay a notification fee to PEFC Nederland for each Chain of Custody certificate issued and valid based on an invoice issued by PEFC Nederland. The level of the notification fee is set out in Appendix 3 to this document. The fees included in Appendix 3 can be changed by a decision of the PEFC Nederland Board of Directors.
- The fee for issued forest management certificates is to be determined by the Board of Directors of PEFC Nederland.

6 Validity of the PEFC notification

The PEFC notification is valid for the period of the validity of the certification body's accreditation. The PEFC notification can be terminated or suspended by the PEFC Netherlands if the notification contract is violated.

Appendix 2	Application for Notification by PEFC Netherlands
-------------------	---

I. Applicant's Identification Data

Organisation name			
Registration number			
Organisation's representative			
Address	Street, No.		
	City	P.O.	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

II. Information and Documents for Application Processing:

Accreditation number / expire date of validity	
Accreditation Body Name	
Documents required for the Application Processing: <input type="checkbox"/> Copy of the accreditation attestation issued against ISO Guide 65 and whose scope explicitly covers certification against PEFC ST 2002:2010 and PEFC ST 2001:2008 <input type="checkbox"/> Copy of the accreditation attestation issued against ISO 17021 and whose scope explicitly covers certification against PEFC Standard Netherlands	

IV. Self-Declaration:

I hereby confirm that:

- I have read PEFC Netherlands' and the PEFC Council's regulations concerning PEFC certification and notification and accept them,
- The data included in this application is complete and truthful.

Signature of applicant's representative

--

Application Processing Form

(Completed by PEFC Nederland)

I. Application Processing

		Date	Signature
Application and signed contract received	0 yes		
Fullfilment of the PEFC Nederland requirements	0 yes 0 no		
Contract countersigned by PEFC Nederland sent to applicant	0 yes		

II. PEFC Notification Fee Payment

Year	Amount	Paid on Date	Signature

III. Application Appeal Process

		Date	Signature
Appeal received	0 yes		
Appeal processed with decision	0 positive 0 negative		

IV. Suspension and Termination of the PEFC Notification

Statutes of Decision	Date	Penalty

Appendix 3	PEFC Notification Fee for Certification Bodies operating Chain of Custody in The Netherlands
-------------------	---

Validated by the Board of Directors of PEFC Nederland on 2 September 2008

The Notification Fee includes the right of membership of PEFC Nederland for the certified company, as well as the right of PEFC Logo use by the certified company.

1. Determination of the Notification Fee for Certification Bodies operating Chain of Custody certification in The Netherlands.

The Notification Fee is based on the annual turnover of the certified company as stated below and is valid as of 1 January 2009. The annual turnover is determined during the annual audit by the certification body and based on the preceding year. The annual fee will be adapted annually, starting 1 January 2010, with the appropriate inflationary correction factor.

Turnover (Million Euro)	Annual Fee (excl. VAT)
0 – 1	€ 150
>1 – 10	€ 300
>10 – 50	€ 600
>50 – 100	€ 1200
>100 – 500	€ 2000
>500	€ 3000

2. Determination of the Notification Fee for multisite/group certification

- a) In case the multisite consists of an organisation with franchises or a company with multiple branches, the Fee is based on the cumulative turnover of all entities.
- b) In the case multisite consists of legally independent companies, the total Fee is based on the sum of fees of every individual company.

3. Payment of the Notification Fee

PEFC Nederland will send an invoice every year in January to the PEFC notified certification body. The invoice is based on the number of valid Chain of Custody certificates on 31 December of the previous year.

The amounts of the fees collected by PEFC Nederland are used exclusively to ensure follow-up of company dossiers and undertake actions to promote PEFC among consumers.

Invoices are to be paid on the following bank account:

ABN AMRO account number: 41.58.70.690

Delay to pay is 30 days end of month

Appendix 4	Issued certificates report (to be filled for every certificate holder as well as a site of a multi-site organisation)
-------------------	--

Contact details:

Organisation name			
Registration number			
Organisation's representative			
Address	Street, No.		
	City	Zip	
	Country		
Contact person			
Telephone		Fax	
E-mail		Http	

Certificate information:

Certificate number / Expiry Date	
Subcertificate number (in case of multi-site certification)	
Certification Body Name	
Accreditation Body Name	
Accreditation Number	
Certified entity turnover for the last year in EURO	

Certified product information:

Product name	Product category code*	Product description*	Species code (can include more than one)

* See the next page for codes of product categories and species. If the product includes species of more than one category (e.g. 1 - coniferous and 3 - non-coniferous), please type all the appropriate codes into the column.

Code	Product categories		
01000	Roundwood		
01010		Sawlogs and veneer logs	
01020		Pulpwood	
01030		Chips and particles	
01040		Wood residues	
01050		Other industrial roundwood	
02000	Fuelwood and charcoal		
02010		Fuelwood (incl chips, residues, pellets, brickets, etc.)	
02020		Charcoal	
03000	Sawnwood and sleepers		
03010		Railway sleepers	
03020		Sawnwood	
04000	Engineered wood products		
04010		Laminated Lumber Products	
04020		Finger Jointed Lumber	
04030		Glue Laminated Products (Glulam)	
04040		Laminated Veneer Lumber (LVL)	
04050		Parallel Strand Lumber (PSL)	
04060		I-Joists / I-Beams	
04070		Trusses & Engineered Panels	
04080		Other	
05000	Wood based panels		
05010		Veneer sheets	
05020		Plywood	
05030		Particle board	
05031			OSB
05032			Other particle board
05040		Fibreboard	
05041			MDF
05042			HDF
05043			Softboard
05043			Hardboard
05044			Insulating board
06000	Pulp		
06010		Mechanical	
06020		Semichemical	
06030		Dissolving	
06040		Chemical	
06041			Unbleached sulphite pulp
06042			Bleached sulphite pulp
06043			Unbleached sulphate (kraft) pulp
06044			Bleached sulphate (kraft) pulp
06050		Recovered paper	
07000	Paper and paper board		
07010		Graphic papers	
07011			Newsprint
07012			Uncoated mechanical
07013			Uncoated woodfree
07014			Coated papers
07020		Household and sanitary paper	
07030		Packaging materials	
07031			Case materials
07032			Folding boxboards

07033			Wrapping papers
07034			Other papers mainly for packaging
07040		Other paper and paperboard	
07050		Converted paper products	
07060		Printed matter	
08000	Wood manufacturers		
08010		Packaging, cable drums, pallets	
08011			Packaging and crates
08012			Cable drums
08013			Pallets
08020		Furniture	
08030		Builders carpentry	
08031			Windows
08032			Doors
08033			Shingles and shakes
08034			Floors
08035			Others
08040		Decorative wood	
08050		Tools and turned wood	
08051			Tools
08052			Children toys
08053			Sport goods
08054			Musical instruments
08055			Other
08060		Other	
09000	Exterior products		
09010		Buildings and their parts	
09020		Garden Furniture/Outdoor Products	
09021			Garden furniture
09022			Playground equipment
09023			Decking
09030		Other	
11000	Cork and cork products		
11010		Natural cork and cork waste	
11020		Cork manufactures	
12000	Energy		
13000	Non-wood products		
14000	Other		

List of species			
1	Coniferous	All woods derived from trees classified botanically as Gymnospermae - e.g. fir (Abies), parana pine (Araucaria), deodar (Cedrus), ginkgo (Ginkgo), larch (Larix), spruce (Picea), pine, chir, kail (Pinus), etc. These are generally referred to as softwoods.	
2	Non-coniferous tropical	All woods derived from trees classified botanically as Angiospermae - e.g., maple (Acer), alder (Alnus), ebony (Diospyros), beech (Fagus), lignum vitae (Guiaicum), poplar (Populus), oak (Quercus), sal (Shorea), teak (Tectona), casuarina (Casuarina), etc. These are generally referred to as broadleaved or hardwoods.	Non-coniferous woods originating from tropical countries.
3	Non-coniferous other		Non-coniferous woods originating from countries other than tropical.
4	Not specified		